

CITY OF NEWBERG COUNCIL MINUTES
OCTOBER 21, 2013
7:00 PM MEETING
PUBLIC SAFETY BUILDING TRAINING ROOM (401 EAST THIRD STREET)

A work session was held prior to the meeting. A presentation was given on the Wastewater Treatment Plant Project Overview by Jeremy L. Holland, Vice President HDR Engineering, Inc. & Mike Clifford, Construction Executive, Mortenson Construction Company, and a presentation on the Villa Road Sidewalk Improvements by Interim Public Works Director/City Engineer Jay Harris. No action was taken and no decisions were made. Councilors and the Mayor were present with Mike Corey being absent (excused).

I. CALL MEETING TO ORDER

Mayor Bob Andrews called the meeting to order at 7:10 PM.

II. ROLL CALL

Members Present:	Mayor Bob Andrews	Denise Bacon	Ryan Howard
	Stephen McKinney	Bart Rierson	Lesley Woodruff

Members Absent: Mike Corey (excused)

Staff Present:	Lee Elliott, City Manager Pro Tem	Truman Stone, City Attorney
	Janelle Nordyke, Finance Director	Barton Brierley, Planning & Building Director
	Les Hallman, Fire Chief	Norma Alley, City Recorder
	Brian Casey, Police Chief	DawnKaren Bevill, Minutes Recorder
	Leah Griffith, Library Director	

Others Present: Marilyn Godfrey and Robert Soppe

III. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was performed.

IV. CITY MANAGER'S REPORT

Mr. Lee Elliott, city manager pro tem, brought forth a new agenda item, adding the library assistant-reference position to council's new business. Community Trick or Treat will be held in Downtown Newberg on Wednesday, October 31, 2013, from 5:00 PM to 7:00 PM. The city public affairs officer has generated a new city Facebook page to promote more interaction with the community. Monday, October 28, 2013, the spring's divestiture work session will be held. Councilor Denise Bacon and Mr. Elliott had a discussion this week regarding the emergency operations management plan and reaching out to displaced citizens. Fiscal policy for 2014-2015 budget process will be brought before the council in the near future. Mr. Elliott recently met with Councilor Lesley Woodruff regarding dark skies concept and helping citizens understand light placement and how it affects the environment.

V. PUBLIC COMMENTS

Ms. Marilyn Godfrey invited everyone to attend the Newberg community band fall concert on Thursday, November 14, 2013, 7:30 PM. at George Fox University, Bauman Auditorium.

Mr. Robert Soppe addressed the recent citizen satisfaction survey whose results he read on the city web site. When looking at the responses to questions, the rating average should be a very informative number. It is unfortunate it was calculated and presented in such a way as to provide very little value. If one compares the results for code enforcement and street repair, it is clear code enforcement was given much higher marks. It has double the excellent votes, one-and-a-half times the good votes, one-third fewer fair votes, and two-thirds fewer poor votes; but, if one looks at the calculated average, the differences are insignificant. The results regarding government performance show the respondents are not very pleased with the government performance. The best averages were for value of services for taxes paid and for the overall direction Newberg is being led, rated as fair. The average for welcoming citizen involvement was slightly worse than fair. The average for Newberg government listening to citizens was midway between fair and poor. He urged the council to look carefully at who responded to the survey. The demographics do not represent a cross section of the population. This is not a criticism of the survey but a caution to interpret the data accurately. Mr. Soppe raised a second issue having to do with his last public testimony before this body. More than a month ago he spoke and asked three questions of the city council. The following morning he submitted a copy of his testimony that included those questions to the city recorder by email. As he understands the statement usually made by the Mayor at council meetings, this is the required format for submitting questions. As of this date, other than the verbal "Thank You" that he received after his testimony, he has received no acknowledgement of the questions or any responses.

VI. CONSENT CALENDAR

1. Consider a motion adopting **Resolution No. 2013-3090** authorizing the city manager pro tem to enter into a professional services agreement with Pavement Services, Inc., to complete a citywide street pavement condition evaluation and maintenance prioritization list.
2. Consider a motion adopting **Resolution No. 2013-3091** authorizing the city manager pro tem to enter into a construction contract with McClure and Sons, Inc., for the North Valley and Corral Creek Reservoirs Upgrades.
3. Consider a motion approving the city council minutes from August 19, 2013, and September 16, 2013.

TIME – 7:29 PM

MOTION: **Rierson/Bacon** moved to adopt **Resolution No. 2013-3090** authorizing the city manager pro tem to enter into a professional services agreement with Pavement Services, Inc. to complete a citywide street pavement condition evaluation and maintenance prioritization list, and approving the city council minutes from August 19, 2013, and September 16, 2013, with **Resolution No. 2013-3091** being pulled from the Consent Calendar. Motion carried (6 Yes/0 No/ 1 Absent [Corey]).

VII. NEW BUSINESS

1. Consider a motion adopting **Resolution No. 2013-3082** adopting utility billing policies.

Mrs. Janelle Nordyke, finance director, addressed the question raised at the September 16, 2013, city council meeting requiring social security information on the water, sewer, and storm water service application. Social security numbers can be requested if the application states it is voluntary for collection purposes, as it is more efficient for a collection agency to have the social security number. Suitable forms of identification were discussed, such as a passport and state identification. Staff is recommending modifications to the process by suggesting a new billing policy for three to five days after the meter is read in order to give customers the opportunity to make quick changes if there are any leaks and giving two months of credit for leaks where

appropriate. Fee increases for delinquencies should be increased from \$15.00 to \$20.00. A \$50.00 late fee will be given if they have not paid a day before the shut-off date. Delinquent bills will be sent out after one month of non-payment instead of the current two month policy. This will require many customers to pay two utility bills at once. This is where a payment plan arrangement would be advantageous. The Utility Billing Department would allow a payment plan to be made available during this transition period for no more than three months. Change the extended late night hours back to closing at 4:30 PM. Customers who are not eligible for extensions are those who failed to honor a previous extension within the past 12 months or their account is not in good standing. Grant water connection for cleaning and for real estate agents \$20/week for up to 100 cubic feet. If more is used in that week's time, then the additional consumption is billed. Have the chain for resolution end with the finance director. If the customer is still unsatisfied, there is still due process. This gives the finance director the authority needed to settle disputes. To allow up to three months payment plans for conversion to new grace period for utility bills and for hardship cases. The city council discussed customer deposit according to credit history and landlord/tenant issues. Councilor McKinney suggested a flat 30 days to pay the utility bill after the meter is read. If the bill is not paid within 30 days, a \$20.00 fee will be charged.

MOTION: Rierson/McKinney moved to table further deliberation on **Resolution No. 2013-3082** to the December 16, 2013, city council meeting, allowing the finance director to work with Mr. Lee Elliott, city manager pro tem, regarding staff recommendations. Motion carried (6 Yes/ 0 No/ 1 Absent [Corey])

Councilor President Rierson recessed until 9:05 PM.

2. Consider a motion adopting **Resolution No. 2013-3085** authorizing the city manager pro tem to implement an employee incentive program.

Mr. Lee Elliott reported the program is intended to encourage employee participation in improving the efficiency and effectiveness of their job and city operations in general. It is also intended to motivate employees toward problem identification and to stimulate creativity in problem-solving. The program provides a means to communicate to the employee the high value city management places on constructive ideas through recognition and reward. Those eligible to submit suggestions are non-management staff. To be eligible for an award, a suggestion must be adopted in whole or part and result in significant benefits such as saving of time, labor, space, materials or supplies and increase efficiency in the organization. The suggestion awards committee will estimate the cost of implementation and a recommendation on the amortization of the cost of adoption of the suggestion. The city council will make the final determination whether to approve an award. The award for measurable savings to the city for the first calendar year's projected net savings will be ten percent (10%) of the savings up to a maximum award of \$5,000.00, except that no award will be less than \$100.00.

MOTION: Andrews/Bacon moved to adopt **Resolution No. 2013-3085** authorizing the city manager pro tem to implement an employee incentive program. Motion carried (6 Yes/ 0 No/ 1 Absent [Corey])

3. Consider a motion adopting **Resolution 2013-3084** approving the appointment of Arwen Ungar as a limited part-time Library Assistant-Reference at the Newberg Public Library.

Leah Griffith, library director, reported this position is part time/substitute at five hours per week.

MOTION: Rierson/Woodruff moved to adopt **Resolution No. 2013-3084** approving the appointment of Arwen Ungar as a limited part-time Library Assistant-Reference at the Newberg Public Library. Motion carried (6 Yes/ 0 No/ 1 Absent [Corey])

VIII. COUNCIL BUSINESS

TIME – 9:30 PM

Mayor Andrews suggested allowing Mr. Terrance Mahr to take possession of a picture that was given to him and hung on the wall of his office while he served as city attorney. Councilor Mike Corey's signature is needed upon his return home. Mayor Andrews would like to present the picture to him at a later council meeting.

Councilor Woodruff spoke to the topic of dark skies, explaining how lighting can affect the environment. Mr. Stone, city attorney reported the City of Dundee adopted a city wide ordinance for dark skies several years ago.

Discussion commenced requesting there be further discussion at a council meeting regarding the Villa Road sidewalk. It was requested by multiple councilors to have the property owner notified and Mr. Elliott ensured Mr. Harris or himself would contact the property owner. Mayor Andrews directed the city recorder to have it for council business on December 2, 2013, to evolve a direction for staff to bring the RCA.

Councilor Rierson will be absent at the October 28, 2013, city council meeting.

IX. ADJOURNMENT

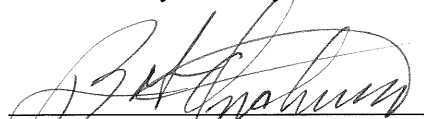
Meeting adjourned at 9:45 PM.

ADOPTED by the Newberg City Council this 2nd day of December, 2013



Norma I. Alley, MMC, City Recorder

ATTEST by the Mayor this 5th day of December, 2013.


Bob Andrews, Mayor